Christ Church Felixstowe

Data Privacy Notice

This Privacy Notice is provided by the PCC of Christ Church, Felixstowe, to explain what to expect when we collect and process your personal information in accordance with UK GDPR.

This notice was adopted by the PCC of Christ Church Felixstowe on___9th September 2025_ and will be **reviewed every three years.**

Signature of the vicar:___Dominic Turner_____, on behalf of the PCC.

Data Controller.
The data controller is:

The Parochial Church Council,
Christ Church, Felixstowe,
Grange Farm Avenue,
Felixstowe,
Suffolk,
IP11 2XD.
admin@christchurchfelixstowe.org.uk
01394 282204
www.christchurchfelixstowe.org.uk

1. Why we collect and use your personal data.
We use personal data for the following purposes:

- Name and contact details: to inform you of news and information about events, activities, and services within Christ Church, Felixstowe, and the Diocese of St Edmundsbury and Ipswich.
- To include your details in the Church Directory, if requested.
- Visual images may be used in our live streamed services, or on our website or other publicity.

2. The categories of personal data we collect are:

- Name and contact details
- Visual images (photographs, video, and live streaming)
- Financial data

We also process 'special' categories of information that may include:

- Religion
- Health information

3. The lawful basis for processing your personal data:

- Consent: we will obtain your consent to send you information about church events, newsletters, and prayer requests.
- Legal obligation: we are required by law to collect and process data for weddings, funerals, baptisms etc.
- Legitimate interest: where the PCC has a legitimate interest to process your data (for example, if you are standing as a church officer).
- Legitimate activity: we collect and process this data as part of our legitimate activities and a not-for-profit body.

4. Where we collect your data from.

We collect data from a number of sources:

- You.
- The Diocese of St Edmundsbury and Ipswich.
- Local funeral directors.
- Local care homes.

5. Sharing personal data.

Your personal data will be treated as strictly confidential, and will only be shared with the PCC of Christ Church, Felixstowe, the local Diocesan Office, and with other church members via the church directory.

6. How long do we keep data?

We keep data in accordance with the guidance set out by the Church of England here: www.churchofengland.org/about/libraries-and-archives/records-and-information-management.

7. Your rights and your personal data.

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which the PCC of Christ Church, Felixstowe, holds about you (a Subject Access Request or 'SAR').
- The right to request that the PCC corrects any personal data if it's found to be inaccurate or out-of-date.
- The right to request your personal data is erased where it is no longer necessary for the PCC of Christ Church, Felixstowe to retain such data.
- The right to withdraw your consent to the processing at any time where we have obtained your consent.
- The right to request that the data controller provide you with your personal data in a structured, commonly used and machine-readable format. Also, to transmit that data directly to another data controller (in limited circumstances).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data (in limited circumstances).
- The right to lodge a complaint with the Information Commissioner's Office.

8. Concerns and / or complaints?

To exercise all relevant rights, or for queries or complaints, please in the first instance contact the Parish Administrator at admin@christchurchfelixstowe.org.uk.

You can contact the Information Commissioner's Office on 0303 123 1113.